

# INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

<b>Announcement Number:</b>	<b>2006-131</b>	<b>Opening Date:</b>	<b>08-31-2006</b>	<b>Closing Date:</b>	<b>09-22-2006</b>
<b>Position/Position Number:</b>	Claims Assistant (3 Positions) GS-998-5 (#3574A) Target 6 OR GS-998-6 (#1031A)	<b>Organizational Location:</b>	FINANCE SERVICE Fee Payment Section Duty Station: Temple ICF		
<b>Salary Range:</b>	GS-5: \$28,349 - \$36,856 Per Annum GS-6: \$31,601 - \$41,080 Per Annum (Includes 12.52% Locality Comparability Pay)	<b>Area of Consideration:</b>	CURRENT PERMANENT EMPLOYEES OF CTVHCS		

## Duties and Responsibilities:

**Tour of Duty: 8:00 a.m. – 4:30 p.m., Monday - Friday.** Incumbent receives and processes claims from private physicians, companies, hospitals, clinics, pharmacies, and other private entities that furnish services and drugs to veterans under the Fee Basis Program. Processes claims to determine legal entitlement utilizing existing laws and directives for VA referred (authorized) inpatient and outpatient care, unauthorized inpatient, unauthorized emergency room, millennium bill inpatient, millennium bill emergency room and outpatient care, Fee ID card requests and payments, C&P exams, contract claims, and Fee Pharmacy claims. Processes payments, denials, and Bills of Collection as appropriate. Receives inquiries on claim status from a variety of sources, and receives inquiries from the general public regarding the Fee Basis Program. Incumbent will have extensive personal and/or telephonic contacts with veterans, hospitals, pharmacists for the purpose of resolving problems and answering questions regarding nonpayment, partial payment, or delayed payment. Incumbent is required to develop claims from a wide variety of sources for determination of entitlement. DUTIES AT THE GS-5 LEVEL WILL BE PROGRESSIVE IN DEVELOPMENT TOWARD THE TARGETED GRADE OF GS-6.

## Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative support positions, available in Human Resources Management Service. At the GS-5 level, must have 1 year of specialized experience equivalent to at least the next lower grade level of GS-4 OR 4 years above high school. At the GS-6 level, must have 1 year specialized experience equivalent to at least the next lower grade level of GS-5. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and which is typically in or related to the work of the position. At the GS-6 level, must have 1 year at the GS-5 level in Federal service in order to meet time-in-grade requirements.

**IF EDUCATION IS TO BE SUBSTITUTED FOR EXPERIENCE, TRANSCRIPTS MUST BE ON FILE IN OFFICIAL PERSONNEL FOLDER (OPF) OR SUBMITTED WITH APPLICATION IN ORDER TO RECEIVE CREDIT.**

**It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement.**

## Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- Knowledge of policies, manuals, regulations, and station memoranda to establish legal eligibility for off-site services.
- Knowledge of medical terminology in order to review claims and process according to applicable regulations.
- Knowledge of fund control points and bookkeeping methods in order to maintain funds.
- Skill in communicating orally and in writing with a variety of people from various backgrounds.
- Ability to compile data for reports, inquiries, and investigations and be able to analyze their content.
- Knowledge of computer program usage such as MS Word, Excel, Access and DHCP in order to produce various forms, documents, and correspondence to patient or vendor.

## How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.central-texas.med.va.gov/HRMS/forms.htm>. VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY 4:00 P.M. ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITHIN SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT.

**Applicant must indicate on VA Form 5-4078 the grade level(s) for which they wish to be considered.**

## Refer all questions to:

Karen Young, Human Resources Specialist, extension 40311.

**NOTE:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.

Job offers are contingent on passing a physical (if required), satisfactory completion and positive results of the following: the Healthcare Integrity and Protection Data Bank (HIPDB), Exclusionary Individuals/Entities (LEIE), Background Investigation and completion and adjudication of Fingerprint Investigation.

THIS IS A **BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO OR MARLIN INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.